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**EQUIPMENT &  
SUPPLIES**

The inspector must have the proper equipment and supplies either with him/her or in the government vehicle to conduct a thorough inspection.

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**EQUIPMENT**

The following equipment is highly recommended:

- laptop computer/printer
- extra printer cartridge
- paper
- blank inspection forms (in case of computer/printer failure)
- reference material, such as:
  - ▶ Subpart A-Animal Welfare
  - ▶ Animal Care Resource Guide
  - ▶ Animal Care Policies
  - ▶ reference texts
- official badge and identification
- business cards
- note pad
- pen/pencil
- tape measure
- thermometer
- flashlight and extra batteries
- camera
- film and extra batteries
- rubber boots and/or disposable boots
- soap
- disinfectant
- pail and scrub brush for rubber boots
- ear plugs
- First-Aid Kit

The following equipment is optional:

- calculator
- copy machine
- binoculars
- hand counter
- checklist
- coveralls
- towels/paper towels

<p><b>Special Equipment</b></p>	<p><b>Nonhuman Primates</b> The following equipment is recommended for inspecting facilities with <b>macaques, if within 5 feet of the macaques:</b></p> <ul style="list-style-type: none"><li>• respirator - Level N95 or better</li><li>• coveralls - preferably disposable</li><li>• full face shield and eye protection, such as safety glasses or goggles</li><li>• disposable gloves</li><li>• biological waste bag</li><li>• disinfectant</li><li>• exposure kit</li></ul> <p>The following equipment is recommended for inspecting facilities with <b>other nonhuman primates:</b></p> <ul style="list-style-type: none"><li>• respirator - Level N95 or better</li></ul> <p><b>Other Animals</b> The following equipment is recommended for inspecting <b>elephants:</b></p> <ul style="list-style-type: none"><li>• respirator - Level N95 or better</li></ul>
<p><b>SUPPLIES</b></p>	<p>The following forms and information should be available for distribution to the licensee, applicant, or general public by the inspector:</p> <ul style="list-style-type: none"><li>• The Animal Welfare Act</li><li>• AWA Regulations &amp; Standards</li><li>• Licensing and Registration Under the Animal Welfare Act - Program Aid 1117 (gray booklet)</li><li>• Animal Care: Safeguarding the Welfare of Animals - Miscellaneous Publication No. 1558</li><li>• Animal Care Policy Manual</li><li>• APHIS Fact Sheets</li><li>• prelicense packets and information (see contents on page 5.3.3)</li><li>• APHIS Forms for record keeping :<ul style="list-style-type: none"><li>▶ 7005 - Record of Dogs &amp; Cats on Hand</li><li>▶ 7006 - Record of Disposition of Dogs &amp; Cats</li><li>▶ 7006A - Continuation Sheet for Record of Disposition of Dogs &amp; Cats</li></ul></li></ul>

- ▶ 7019 - Record of Animals on Hand (other than Dogs & Cats)
- ▶ 7020 - Record of Disposition (other than Dogs & Cats)
- ▶ 7020A - Continuation Sheet for Record of Disposition of Animals (other than Dogs & Cats)
- Animal Welfare Order Sheet for APHIS record keeping forms
- Application for License-New License (APHIS Form 7003-A)
- Application for Registration (APHIS Form 7011)
- Exercise Plan for Dogs sheets and instructions
- Letter to exhibitor applicants about handling requirements for dangerous animals
- List of Commercial Tag Manufacturers
- Procedure for Obtaining a Tattoo Code
- Program of Veterinary Care - APHIS Form 7002
- Request to Add/Delete Sites
- Request to Use Microchipping as a Method of Identification
- Taxpayer Identification Number reporting form
- Voluntary Cancellation of License/Registration

**Prelicense packets** may contain the following forms, sheets, or information:

- The Animal Welfare Act
- 9 CFR Subchapter A Regulations & Standards
- Licensing and Registration Under the Animal Welfare Act (Program Aid 1117)
- Application for License - New License (APHIS Form 7003-A)
- Instructions for Completing APHIS Form 7003
- Taxpayer Identification Number reporting form
- Fee Schedule
- Facility Sites Listing
- Procedures for a Licensee's Change of Classification
- Procedures for a Licensee's Change of Business Site
- Request to Add/Delete Sites
- Voluntary Cancellation of License/Registration

- Exercise Plan for Dogs sheet and instructions
- Program of Veterinary Care for Research Facilities or Exhibitors/Dealers (APHIS Form 7002)
- Guidelines for completion of Program of Veterinary Care
- List of Commercial Tag Manufacturers
- Procedures for Obtaining a Tattoo Code
- Request to Use Microchipping as a Method of Identification
- Animal Welfare Order Form for ordering records forms
- Letter to exhibitor applicants about handling requirements for dangerous animals
- APHIS Fact Sheets

**Reference Texts**

The following reference texts have been provided to the inspector by the Regional Office or Headquarters:

- Cat Owner's Home Veterinary Handbook
- Don't Shoot the Dog! The New Art of Teaching and Training
- Encyclopedia of Mammals
- Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching (Federation of Animal Science Societies) - "Ag Guide"
- Guide for the Care and Use of Laboratory Animals (Institute for Laboratory Animal Research) - "ILAR Guide"
- Information Resources for Adjuvants and Antibody Production
- Live Animal Regulations (International Air Transport Association)
- Pictorial Guide to the Living Primates
- Psychological Well-Being of Nonhuman Primates (National Research Council)
- Recognition and Alleviation of Pain and Distress in Laboratory Animals (National Research Council)
- Simon & Schuster's Guide to Cats
- Simon & Schuster's Guide to Dogs
- Simon & Schuster's Guide to Mammals
- Veterinary Notes for Dog Breeders
- Wild Mammals in Captivity
- Zoo and Wild Animal Medicine.

**Miscellaneous**

NOTE: If you are missing of any of these texts, contact your Regional Office

The following miscellaneous information is recommended for the inspector to have:

- APHIS published lists of:
  - ▶ Licensed Dealers
  - ▶ Licensed and Registered Exhibitors
  - ▶ Registered Research Facilities
  - ▶ Registered Carriers and Intermediate Handlers
- Checklist for Animal Care Inspection sheets
- Complaint/Search sheets
- Inspection Report blanks
- Itinerary for Traveling Facilities sheets
- missing pet reporting sheets from Regional Office
- photograph labels
- State & Territory Identification Codes